California Department of Education – Child, Youth and Family Services Branch

Management Systems

MANAGEMENT BULLETIN

Subject: Implementation Update for Electronic CDD-801A (Monthly Child Care Population Information) Data Collection Submittal	**No**: 01-22
Authority: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193); Federal Regulations: 45 CFR Part 98, Child Care and Development Fund (CCDF), Subpart H—Program Reporting Requirements, Section 98.70-.71); California Education Code Section 8261.5	**Date:** December 2001
Reference: Management Bulletin 01-15	**Expires**: When Rescinded

ATTENTION: EXECUTIVE OFFICERS/SUPERINTENDENTS; PROGRAM DIRECTORS OF ALL CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CHILD CARE AND DEVELOPMENT PROGRAMS [EXCEPT RESOURCE AND REFERRAL PROGRAMS]

PURPOSE

The purpose of this Management Bulletin (MB) is to update agencies on the implementation of the electronic submission of monthly CDD-801A reports. CDD-801A reports provide case-level information on families and children receiving Child Development Division subsidized child care.

IMPORTANT DATES

- The secure web site will be available for submitting monthly CDD-801A reports on **December 27, 2001**.
- The due date for the November 2001 report month has been extended to **January 15, 2002**.
- The due date for the December 2001 reports is **January 30, 2002**.
- Agencies have until the July 2002 report month (**due August 15, 2002**) to add the new data elements for children and providers (see below for more information).

IMPORTANT REMINDERS ABOUT SUBMISSION

- CDD-801A reports for all report months **after October 2001** must be submitted **electronically**, using the secure web site. Paper reports for these months will not be accepted by CDE.
- CDD-801A reports for all report months **before November 2001** must be submitted on the **paper report forms**. Reports for these months cannot be submitted at the secure web site.

STATUS OF CDD-801A REPORTS FOR MONTHS BEFORE NOVEMBER 2001

CDE has received almost 100 percent of the CDD-801A reports for the months **October 2000 through June 2001**. CDE will draw the next CDD-801B samples for these months in January 2002 to meet federal reporting requirements.

Several federally-required reporting agencies (agencies with federal contracts or general child care [GCTR] contracts) have not yet submitted CDD-801A reports for the months **July 2001 to October 2001**. Those agencies will receive withhold notifications soon. CDE cannot draw the CDD-801B samples for these months until those reports have been received.

BACKGROUND

MB 01-15 provided specific information about CDE's specific requirements for the electronic submission of CDD-801A monthly reports. That MB is posted on the CDMIS information web site listed at the end of this MB.

PRE-LOADED OCTOBER 2001 REPORTS

CDE is "pre-loading" the secure web site with all acceptable reports for October 2001 that were received by December 7, 2001, and met CDE's quality standards.

For agencies with pre-loaded data: When agency users log on to the secure web site, they will be able to use the "Copy Forward" function to copy the pre-loaded October reports to November, and then make any changes to the November information.

Agencies with no pre-loaded data must either use the web input screens to enter the information or use the electronic file transfer function to submit a specially formatted file of information to the secure web site.

USER NAMES AND PASSWORDS

Agencies that electronically submitted CDD-801B sample reports were given user names and passwords for the secure web site. Those agencies will use the same user names and passwords for submitting CDD-801A monthly reports.

CDE sent user names and passwords to the program directors of agencies that have not submitted CDD-801B sample reports. All program directors should have received those letters by now. Program directors who have not received their username and password to the secure website should call Management Systems at the new central phone number shown below.

If an agency is using sub-agencies, the super user must assign users to a sub-agency so that they will be able to access the families in the sub-agency.

INFORMATION ABOUT SUBMISSION VIA ELECTRONIC FILE TRANSFER

Agencies can test their electronic files by submitting a small file of test data to the secure web site. Agencies can switch from electronic file transfer to web input (or vice versa) at anytime; however, be aware that a file transfer **will overwrite** all data already submitted for that report month.

Agencies that use software created by outside vendors will be able to submit electronic files if the files meet CDE specifications. Those agencies should contact their software vendors.

INFORMATION ABOUT NEW DATA ELEMENTS

Starting with the November 2001 report month, additional information is required on the monthly CDD-801A report. However, CDE will allow agencies to submit reports that do not contain the new required information **until the July 2002 report month (report due August 15, 2002)**. June 2002 is the last report month for reports without the new elements. For a list of these data elements, see MB 01-15.

INFORMATION ABOUT REVISING/CORRECTING CDD-801A REPORTS

Agencies are encouraged to revise CDD-801A reports that are submitted on the secure web site as soon as more accurate information becomes available. Correct and complete information is important so that CDE can provide policy makers with accurate information and CDE can randomly select families for the CDD-801B sample reports.

HELPFUL INFORMATION AND RESOURCES

1. Check the CDMIS information web site for updates on reporting (http://www.cde.ca.gov/cyfsbranch/ms/cdmis/). This web site will be updated regularly with new information and resources for agencies. Resources available at the CDMIS information web site include the following:

   CDD-801A Data Definitions: This tool provides complete instructions for every data element on the CDD-801A, including reasons/solutions for error messages and frequently asked questions.

   Step-By-Step Instructions for Completing the CDD-801A: These instructions are designed to assist agencies in all aspects of completing the CDD-801A, including adding new users, creating sub-agencies, navigating the reporting screens, copying forward data from one report month to the next, using the electronic file transfer methods and accessing management reports.

   Frequently Asked Questions: Answers to frequently asked questions will be posted regularly to assist other agencies that might have the same questions.

Electronic File Transfer formatting and completion standards: These detailed instructions will assist agencies that want to use this method of data transmission.

Vendor Information: This includes contact information for specific vendors that are available to assist agencies. These agencies are not endorsed by CDE.

Management Bulletins: These are posted for reference.

Any of the above information can be printed out and used to train staff that will be submitting CDD-801A monthly reports and CDD-801B sample reports.

2. E-mail cdmis@cde.ca.gov with your agency-specific questions **after** you have used the above resources. E-mail is an efficient and effective way to get your questions answered.

   IMPORTANT: E-mail is not secure. **Never** use e-mail to send confidential information such as Social Security Numbers, passwords, or personal information about users and families.

3. Management Systems now has a central phone number to better serve you (916) 445-1907. Please do not call Management Systems staff directly on numbers previously provided in Management Bulletins. This will assist us in answering as many calls as quickly as possible.
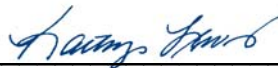
   IMPORTANT: When leaving a message on voicemail, do not include any passwords.

4. The secure web site address is https://www.cde.ca.gov/cdmis/

Thank you for your assistance. We appreciate all of your hard work to improve child development data collection.

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